



Wisconsin Department of Public Instruction  
**PART-TIME PUBLIC SCHOOL OPEN ENROLLMENT  
APPLICATION FORM**  
PI-9412 (Rev. 9-99)

**INSTRUCTIONS:** Fill out all information completely and accurately. Missing or inaccurate data may hinder processing or result in errors relating to acceptance/denial. Deliberately providing false data may be grounds for denial of the application.

Submit completed form to the district administrator of the nonresident school district.

School Year \_\_\_\_\_

*Collection of this data is a requirement of s. 118.52, Wisconsin Stats.*

**I. GENERAL INFORMATION**

To be completed by the parent, legal guardian or student (if age 18 or older) and submitted to the nonresident school district. The application must be received in the nonresident school district office no later 4:00 p.m. on the date that is six weeks before the scheduled start of the course for which the student is applying. A postmark **does not** constitute timely submission.

Student Name *Separate application form is required for each student*

Telephone Number *Area/No.*

Grade

- ☐ 9      ☐ 10  
☐ 11      ☐ 12

Residence Street Address

City

**WI**

Zip Code

School District in which the Student Resides (**Resident District**)

Public School Student is Currently Attending

School District in Which the Student is Applying to Attend a Course or Courses  
(**Nonresident District**)

If the student wishes to attend the course in a specific school in the nonresident district, indicate the name of the school.

**Note:** assignment to a specific school for the course is not guaranteed.

Name of the Course or Courses the Student is Applying to Attend

Course Number if applicable

Scheduled Course Start Date

1.  
2.

1.  
2.

1.  
2.

Yes      No

1. ☐ ☐ Does the student currently receive special education?

*If yes, does the student have an individualized education program?*

☐ Yes      ☐ No

2. ☐ ☐ Has the student been expelled any time during the current or preceding two years?

3. ☐ ☐ Are disciplinary proceedings pending that could lead to expulsion?

**Transportation:** State statutes provide that the parent is responsible for transporting the student to and from the course that the student is attending. If the parent is unable to pay the cost of transportation, the parent may apply to the Department of Public Instruction (DPI) for reimbursement of the transportation costs. The DPI must give preference to students who meet the income criteria to be eligible for free or reduced price lunches under the School Lunch Program.

Check whether you will be applying for the transportation reimbursement: ☐ Yes      ☐ No

*If yes, you must submit a claim for reimbursement of transportation costs to the DPI at the end of each semester that the student attends a course. If the school district does not have claim forms, you can access the claim form from the school district office via the Internet at the following location [www.dpi.state.wi.us/dpi/dfm/sms/pstoc.html](http://www.dpi.state.wi.us/dpi/dfm/sms/pstoc.html) You may also obtain a form by writing to the Department of Public Instruction, School Management Services, P.O. Box 7841, Madison, WI 53707-7841.*

**II. PARENT SIGNATURE AND RELEASE OF RECORDS**

**Note to parent:** Your signature on this form grants permission for the nonresident school district to request from the resident school district transcripts necessary to determine whether the student is a high school student and whether the student meets the nonresident district's prerequisites for the course. Further, s. 118.52 (10), Wis. Stats., authorizes the nonresident school district to request any student records relating to expulsion. This consent is effective until the student completes the course or the until the application is withdrawn by the parent.

Signature of Parent/Guardian or Student *if 18 or older*

Parent/Guardian Name *Please print*

Date Signed



**III. FOR SCHOOL DISTRICT USE ONLY**

***Nonresident school district must send a copy of the completed form to the resident school district.***

#### IV. NONRESIDENT SCHOOL DISTRICT APPROVAL/DENIAL

*To be completed by the nonresident school district and sent to the parent no less than one week before the scheduled start of the course (a post-mark of at least three days before the parent is required to receive it shall constitute timely notification).*

Name of Course \_\_\_\_\_

☐ ApprovedSchool at which the student will attend the course:  
\_\_\_\_\_☐ DeniedReason for Denial: **Required**☐ Space is not available in the course.☐ Student does not meet the school district's policies and criteria for entrance into the course.

Name of Course \_\_\_\_\_

☐ ApprovedSchool at which the student will attend the course:  
\_\_\_\_\_☐ DeniedReason for Denial: **Required**☐ Space is not available in the course.☐ Student does not meet the school district's policies and criteria for entrance into the course.

#### V. RESIDENT SCHOOL DISTRICT DENIAL AND NOTICE OF NOT MEETING HIGH SCHOOL GRADUATION REQUIREMENTS

*To be completed by the resident school district and sent to the parent no less than one week before the scheduled start of the course (a post-mark of at least three days before the parent is required to receive it shall constitute timely notification).*

Name of Course: \_\_\_\_\_

☐ DeniedReason for Denial: **Required**☐ The course conflicts with the student's individualized education program (IEP).☐ The cost of the course constitutes an undue financial burden on the resident school district.☐ The course does not meet the high school graduation requirements in the resident school district.

(NOTE: This notification is provided for the student's/parent's information. Whether the course meets the high school graduation requirements is not grounds for denial by the resident district.)

Name of Course: \_\_\_\_\_

☐ DeniedReason for Denial: **Required**☐ The course conflicts with the student's individualized education program (IEP).☐ The cost of the course constitutes an undue financial burden on the resident school district.☐ The course does not meet the high school graduation requirements in the resident school district.

(NOTE: This notification is provided for the student's/parent's information. Whether the course meets the high school graduation requirements is not grounds for denial by the resident district.)

#### VI. NOTICE OF RIGHT TO APPEAL

If the student's application is denied by either the resident or the nonresident school district, the student or parent may appeal the denial to the Department of Public Instruction within 30 days of receipt of the notice of denial. The appeal may be in the form of a letter or a legal brief and shall state the decision being appealed, the specific reasons for the appeal, including why the appellant believes the school board's decision was arbitrary or unreasonable, and any other facts relevant to the appeal. The appeal shall be signed by the appellant or the representative of the appellant. A copy of this completed form must be included with the appeal. The Department's decision is final and may not be appealed to circuit court.

The appeal should be sent to: Director, School Management Services  
Department of Public Instruction  
P.O. Box 7841  
Madison, WI 537070-7841

#### VII. NOTIFICATION THAT STUDENT WILL/WILL NOT ATTEND COURSE

*To be completed by the parent and a copy provided to both the resident and nonresident school districts no later than the last week day (excluding state holidays) preceding the scheduled start of the course.*

\_\_\_\_\_  
(Name of student)☐ will ☐ will notattend \_\_\_\_\_  
(Name of Course)\_\_\_\_\_  
(Name of student)☐ will ☐ will notattend \_\_\_\_\_  
(Name of Course)

Signature of Parent/Guardian or Student if 18 or older

Date Signed

